



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

DATA CLERK; EARLY WARNING SIGNS AND SYMPTOMS (EWSS) PROJECT, ADVERT REF: (AD/1/12/25), 1 POST

Applications are invited for the following position:

The position

This project seeks to effectively implement an adapted version of the Ghanaian EWSS project that will allow us to provide an evidence-based and context sensitive approach to childhood cancer care, with specific attention to early detection through increased healthcare provider awareness and referral pathways. To facilitate this process, quantitative and qualitative prospective and retrospective data over the duration of this study will be collected. Ultimately, this research will help improve the understanding of the challenges to childhood cancer awareness and referral pathways in Kenya, and help guide policy decisions on how to improve larger systems for children with cancer.

Duration:

2-Year Contract, with possibility for extension.

Location

The holder of the position will collect data for Kenya and be based at the Department of Human Pathology in the Faculty of Health Sciences reporting to the Principal Investigator, EWSS Project.

Job Purpose

Working under the supervision of the PI in Kenya, Co-investigator, KNH and the Project Coordinators. Will be expected to spend (per week) 20 hours on the EWSS project work and 20 hours on related duties assigned by KNH. He/she will be responsible for tracking the hours worked each month.

Job Description

1. Complete training in the project REDCap database platform
2. Access patients' files from hospital medical records system
3. Extract relevant data from patients' files onto dedicated project case report forms

4. Obtain relevant prospective data from files and directly from carers as necessary and complete prospective case report forms
5. Input data from case report forms to REDCap database
6. Be available for monthly data collection supervision by project coordinator/research assistant
7. Attend periodic data collection web calls and join general project meetings on invitation
8. Provide monthly reports on number of forms completed and inputted on REDCap
9. Adhere to guidelines of Kenyatta National Hospital with regards to work
10. Uphold ethical principles in the discharge of duties and relationship with centre staff, patients and families
11. Perform related tasks under Dr Irene Nzamu, head of Pediatric Oncology KNH.

Job Specification

- 1) Basic degree or advanced diploma from a recognized institution of higher learning. Applicants with ordinary diploma should provide evidence of additional training on cancer registries or health-related fields.
- 2) Computer literacy (Excel, MS Word) and proficiency with spreadsheets and online forms
- 3) Experience in data entry
- 4) Strong communication skills (verbal and written) in English and Kiswahili
- 5) The candidate must possess good interpersonal skills
- 6) Ability to pay attention to detail
- 7) Ability to maintain confidentiality of information gathered during the work

Notes

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi;
3. Applicants should state their current designations, salaries and other benefits attached to those designations;
4. The application letter must bear the reference code indicated in the advertisement;
5. Late applications will not be considered and
6. Applications should be emailed as one file in PDF to: recruit-dcewssp@uonbi.ac.ke

CLOSING DATE: WEDNESDAY, FEBRUARY 12, 2025

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**